

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1810.7

3/19/93

SUBJ: **MANAGEMENT OF ACQUISITION POLICY**

1. PURPOSE. This order establishes the management of acquisition policy for the Federal Aviation Administration (FAA). It establishes a configuration management process for improving, maintaining, and controlling the FAA acquisition system, defines procedures for modifying FAA acquisition documents, charters the Acquisition System Configuration Control Board (ASCCB), and designates the Acquisition Executive as the final authority for acquisition policy within FAA.

2. DISTRIBUTION. This order is distributed at division level in Washington, regions, and centers.

3. BACKGROUND.

a. Approximately 250 orders, regulations, and laws govern the FAA acquisition process. The FAA generates and controls over half of these acquisition documents. Together, the documents define a highly interrelated, complex set of activities and events that FAA acquisition officials are required to perform. When viewed together as a sequence of required steps, this set of activities can be thought of as a system of rules, specifically, the FAA acquisition system. The acquisition system prescribes the steps that acquisition officials perform.

b. Even though the activities and events comprising the acquisition system must function together, they have been developed and controlled separately in over 140 FAA policy documents issued by 20 different FAA officials. These documents typically address a single functional aspect of acquisition and are issued by the FAA official responsible for performing that function. Individually, these directives may accomplish their intended purpose, but having been developed individually, they lack a "system view" of acquisition and do not necessarily accommodate or even acknowledge their relationships to other functional areas. This lack of a "system view" has led to redundancies, inconsistencies, and conflicts in the acquisition policy.

c. The staff of the Executive Director for Acquisition and Safety Oversight has developed a comprehensive Acquisition Process Model that graphically displays the entire FAA acquisition process for major acquisitions. The Acquisition Process Model was developed to show the interrelationships of acquisition steps and provide a "system view." The model was developed using the entire set of acquisition documents that direct acquisition activities or events to be completed by program management team members. The FAA's objective is to establish a minimum set of required activities that will permit innovation to meet program performance, schedule, and cost objectives while providing appropriate management oversight.

d. Total Quality Management (TQM) provides significant opportunity for improvement of the method by which acquisition policy is developed. Using known and proven TQM methodologies, the FAA can draw on the best resources within FAA and empower employees to make changes within their field of expertise. These experts are able to make incisive changes to policy or generation of new policy where needed. These empowered policy developers are able to work with others and eliminate redundancies, inconsistencies, and conflicts in improved acquisition policies. Each team of experts would consider how suggested changes affect or impact timing for each acquisition step in order to improve the overall program execution timeline.

e. A systematic and structured approach to acquisition policy management is desired. The formal discipline of configuration management can be applied to the Acquisition Process Model, including FAA acquisition documents, to assign an acquisition system configuration baseline. Configuration management provides a structured approach and facilitates a system view of FAA acquisition policy. Configuration management of acquisition policy also offers an excellent opportunity for the use of TQM and will allow senior management review of proposed changes. Using empowered experts, a quality management board, and a configuration control board with a chairperson will provide a single policy control body and single person control of all FAA acquisition policy changes and avoid fragmentation of acquisition policy. This approach, as described herein, will simplify policy development, expedite document acceptance by allowing empowered experts to represent senior FAA officials, and facilitate improvement of policy quality.

4. DELEGATION OF AUTHORITY. The Executive Director for Acquisition and Safety Oversight (AXQ-1) is delegated the authority of Acquisition Executive for signing acquisition documents, including acquisition policy, serving as chairperson of the ASCCB, and exercising other authorities contained in this order. The authority of the Acquisition Executive may not be delegated.

5. REFERENCE. Order 1320.1D, FAA Directives System, is cited in this order.

6. DEFINITIONS. Appendix 1, Definitions, contains definitions used within this order. Appendix 2, Acronyms, contains the acronyms used herein.

7. APPLICABILITY. The provisions of this order apply to all organizations who have responsibility to generate, update, or modify acquisition documents.

8. SCOPE. Appendix 3, ASCCB-Controlled Acquisition Documents, lists initial FAA acquisition documents and incidental acquisition documents which are hereby placed under configuration control. Any newly generated document which directs that acquisition activities or events must be completed shall be classified as an acquisition document and shall be placed under configuration control. Any document identified by the ASCCB as an acquisition document shall be placed under configuration control. Documents may be removed from ASCCB control when the acquisition content is deleted or at the discretion of the ASCCB. The acquisition system configuration manager will maintain a current list of ASCCB-controlled acquisition documents.

9. POLICY.

a. All FAA documents listed in Appendix 3, ASCCB-Controlled Acquisition Documents, are subject to configuration management as defined in Appendix 4, FAA Acquisition System Configuration Management Operating Procedures. The Acquisition Process Model shall be updated in parallel with changes to acquisition documents and shall also be configuration managed as defined in appendix 4.

b. The ASCCB is established and empowered to review and make recommendations to its chairperson on all acquisition policy matters within its purview as established by the charter in Appendix 5, Charter, FAA Acquisition System Configuration Control Board.

c. The Acquisition Executive is designated as the chairperson of the ASCCB and has final authority for acquisition policy within the FAA and signatory authority for all new or modified acquisition documents. As a limited exception to this policy, Federal Aviation Acquisition Manual (FAAM) issuances, listed in appendix 3, may be signed by either the ASCCB chairperson or the Associate Administrator for Contracting and Quality Assurance. The authority to sign specific FAAM issuances will be established based on the scope and nature of proposed issuance and will be determined during initial impact assessment of the change.

d. Acquisition documents listed in Appendix 3, and all other documents that are determined to be acquisition documents by the ASCCB, are specifically exempted from the clearance procedures of Order 1320.1D, FAA Directives System.

e. The ASCCB shall control only the acquisition content (as identified by the acquisition system configuration manager) of the incidental acquisition documents listed in appendix 3. The procedures described herein shall be followed for changes to the acquisition content of these documents. Final approval and signature of incidental acquisition documents will be by an official other than the Acquisition Executive.

10. RESPONSIBILITIES. Responsibilities for acquisition system configuration management operations are itemized below:

a. The Acquisition Executive shall:

- (1) Ensure implementation of this policy.
- (2) Assume responsibility of ASCCB chairperson and conduct ASCCB meetings.
- (3) Approve or disapprove all Acquisition System Change Proposals (ASCP).
- (4) Sign FAA acquisition documents except as described in paragraph 9c.

b. ASCCB Members shall:

- (1) Manage the FAA acquisition system.
- (2) Evaluate ASCP's and resolve issues.
- (3) Make recommendations to the ASCCB chairperson regarding ASCP approval or disapproval.

c. The Acquisition Management Quality Management Board (Acquisition QMB) shall:

- (1) Initiate ASCP's.
- (2) Provide resources for, establish, and direct working groups to develop ASCP's.
- (3) Resolve ASCP issues.
- (4) Evaluate change proposals and make recommendations to the ASCCB.
- (5) Serve as the "working arm" of the ASCCB.
- (6) Communicate issues and status to ASCCB members.

d. The Director of Acquisition Policy and Oversight shall:

- (1) Initiate ASCP's.
- (2) Make the initial determination of the validity and impact of proposed ASCP's on the acquisition system.
- (3) Serve as the point of contact for acquisition policy management within FAA.

e. The Acquisition System Configuration Manager (AXQ-6) shall:

- (1) Direct acquisition system configuration management operations.
- (2) Generate and maintain case files.
- (3) Support the Director of Acquisition Policy and Oversight in determination of ASCP impact.
- (4) Track ASCP's.
- (5) Support working group development of change proposals by simulating changes using the Acquisition Process Model.
- (6) Participate in the evaluation of proposed acquisition system changes and in the preparation of Acquisition System Impact Statements.
- (7) Serve as executive secretary to the ASCCB.
- (8) Operate and maintain the Acquisition Process Model.

f. Acquisition System Change Proposal Originators shall:

- (1) Initiate ASCP's. Appendix 6, Suggested ASCP Format, provides a possible format to use when submitting an ASCP.
- (2) Participate in the development of system changes and impact statements.
- (3) Participate in presentation of ASCP's to Acquisition QMB and ASCCB, as necessary.

g. Working Groups shall:

- (1) Represent respective Acquisition QMB member organizations in the change development process and be empowered to develop ASCP changes at that level.
- (2) Communicate issues and status to their representative member of the Acquisition QMB.
- (3) Prepare Acquisition System Impact Statements.
- (4) Resolve issues.
- (5) Provide periodic progress reports to the Acquisition QMB.
- (6) Prepare fully developed change proposals for presentation to the Acquisition QMB and the ASCCB.
- (7) Prepare signature ready acquisition documents.

(8) Update and validate the Acquisition Process Model.

(9) Participate in presentation of ASCP's to Acquisition QMB and ASCCB, as necessary.

h. Offices of Primary Responsibility shall:

(1) Initiate ASCP's.

(2) Participate in the determination of impact and development of ASCP's.

(3) For minor or administrative ASCP's, develop signature ready copy of improved acquisition document.

(4) Participate in presentation of ASCP's to Acquisition QMB and ASCCB, as necessary.

i. Office of Acquisition Policy and Oversight personnel shall:

(1) Originate ASCP's.

(2) Support the Director of Acquisition Policy and Oversight in determination of ASCP impact.

(3) Participate in the development of ASCP's.

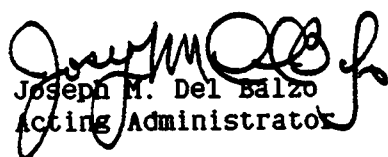
(4) Participate in presentation of ASCP's to the Acquisition QMB and ASCCB.

j. The Associate Administrator for Contracting and Quality Assurance shall:

(1) Sign FAAM issuances.

(2) Perform responsibilities as defined elsewhere in paragraph 10.

11. AUTHORITY TO CHANGE THIS ORDER. The Executive Director for Acquisition and Safety Oversight is authorized to issue changes within the scope of this order. The Administrator reserves the authority to delegate Acquisition Executive authority or to approve changes that would assign responsibility.


Joseph M. Del Balzo
Acting Administrator

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APPENDIX 1. DEFINITIONS

ACQUISITION DOCUMENT. Any directive or other signed policy document which directs that acquisition activities or events be completed by program management team members or that dictates content of program documents.

ACQUISITION EXECUTIVE. The FAA official assigned responsibility to chair the Acquisition System Configuration Control Board. The Secretary of Transportation has designated the FAA Administrator as FAA Acquisition Executive with authority to delegate one level.

ACQUISITION PROCESS MODEL. A configuration-controlled representation of the requirements of law, regulation, and policy which govern FAA acquisition programs. The model consists of a process logic diagram, a supporting computer database, and a comprehensive library of acquisition documents. Currently the model is limited to Level 1 Major System Acquisitions.

ACQUISITION MANAGEMENT QUALITY MANAGEMENT BOARD (ACQUISITION QMB). A quality management board established by the FAA Executive Steering Group for Total Quality Management. The mission of the Acquisition QMB is to improve the acquisition of equipment and services in FAA by improving, clarifying, and strengthening the internal FAA acquisition process.

ACQUISITION SYSTEM CHANGE PROPOSAL (ASCP). A proposed change to the acquisition system that, if adopted, would require a change to an acquisition document and/or the Acquisition Process Model. An ASCP is a "user-generated" report of a problem resulting from a requirement imposed by the acquisition system or a recommendation for streamlining or otherwise improving the acquisition system.

ACQUISITION SYSTEM CONFIGURATION BASELINE. Those components which comprise the Acquisition Process Model and those acquisition documents specifically controlled by the ASCCB. Appendix 3 lists the documents designated for configuration control by the ASCCB. The ASCCB may add to or delete from this list at its discretion.

ACQUISITION SYSTEM CONFIGURATION CONTROL BOARD (ASCCB). A configuration control board (established herein) to manage the FAA acquisition system.

ACQUISITION SYSTEM CONFIGURATION MANAGER. The FAA official assigned responsibility to direct acquisition policy configuration management operations and serve as executive secretary to the ASCCB. The Special Assistant for Acquisition Improvement, AXQ-6, is assigned the responsibility of acquisition system configuration manager.

ACQUISITION SYSTEM IMPACT STATEMENT (ASIS). A record of the findings of an analysis of the impact and added value of a proposed modification to the acquisition system. The ASIS is used to evaluate the proposed change.

CASE FILE. The complete record of action taken on an ASCP to document the origination, evolution, and disposition of the proposal.

CONFIGURATION MANAGEMENT. A discipline which applies technical and administrative direction and oversight to:

1. Identify and document the functional and physical characteristics of a system in terms of its components;
2. Control changes to those characteristics;
3. Record and report change processing and implementation status; and
4. Audit documentation and system components.

FAA ACQUISITION SYSTEM. All activities and events required by the combined set of law, regulation, and policy that govern FAA acquisition programs. The FAA acquisition system is described by the acquisition system configuration baseline.

INCIDENTAL ACQUISITION DOCUMENT. An FAA order which primarily addresses non-acquisition topics, but does require acquisition-related activities or events.

OFFICE OF PRIMARY RESPONSIBILITY (OPR). The office with primary technical and functional responsibility within FAA for an acquisition document.

WORKING GROUP. A group of functional area and technical experts established by the Acquisition QMB to develop change proposals fully. The Acquisition QMB determines the make-up of working groups which can range from an individual to a formal Quality Action Team (QAT).

APPENDIX 2. ACRONYMS

Acquisition QMB.....Acquisition Management Quality Management Board
AMQMB.....Acquisition Management Quality Management Board
APM.....Acquisition Process Model
ASCCB.....Acquisition System Configuration Control Board
ASCP.....Acquisition System Change Proposal
ASIS.....Acquisition System Impact Statement
CM.....Configuration Management
DMO.....Directives Management Officer
FAA.....Federal Aviation Administration
FAAM.....Federal Aviation Acquisition Manual
OPR.....Office of Primary Responsibility
QAT.....Quality Action Team
TQMTotal Quality Management

APPENDIX 3. ASCCB-CONTROLLED ACQUISITION DOCUMENTS

The ASCCB will control all documents which define the acquisition process and its execution. These documents cover the entire range of functional disciplines and activities required to conceive, design, develop, procure, and implement equipment or services for the National Airspace System. Figure 3-1, ASCCB-Controlled Acquisition Documents, lists existing acquisition documents controlled by the ASCCB. Figure 3-2, ASCCB-Controlled Incidental Acquisition Documents, lists incidental acquisition documents controlled by the ASCCB.

Note: These figures list only the initial version of acquisition documents. For an updated list of controlled acquisition documents including change numbers contact the acquisition system configuration manager.

FIGURE 3-1. ASCCB-CONTROLLED ACQUISITION DOCUMENTS

<u>DOCUMENT NO.</u>	<u>DOCUMENT TITLE</u>
PM 1000.1	PROGRAM ENGINEERING AND MAINTENANCE SERVICE INTERNAL ADMINISTRATIVE AND MANAGEMENT ACTIVITIES
1100.121A	MANAGEMENT OF AIR TRAFFIC CONTROL AUTOMATION SYSTEMS
1100.134A	MAINTENANCE OF NATIONAL AIRSPACE SYSTEM AUTOMATION SUBSYSTEMS
1320.37A	CONTRACTOR DEVELOPMENT EQUIPMENT INSTRUCTION BOOKS
1320.40B	EXPEDITED CLEARANCE PROCEDURES FOR AIRWAY FACILITIES MAINTENANCE DIRECTIVES
1320.48B	ENGINEERING FIELD SUPPORT SECTOR MAINTENANCE PROGRAM PROCEDURES-NATIONAL AIRWAY ENGINEERING FIELD SUPPORT SECTOR, APM-150, AND NATIONAL AUTOMATION ENGINEERING FIELD SUPPORT SECTOR APM-160
1370.52C	INFORMATION RESOURCES MANAGEMENT - POLICIES AND PROCEDURES
1370.71A	PROCUREMENT AUTHORITY FOR FEDERAL INFORMATION PROCESSING (FIP) RESOURCES
AF 1800.2	AIRWAY FACILITIES SERVICE LIFE CYCLE COST STUDIES
1800.58	NATIONAL AIRSPACE INTEGRATED LOGISTICS SUPPORT (NAILS) POLICY
1800.63	NATIONAL AIRSPACE SYSTEMS (NAS) DEPLOYMENT READINESS REVIEW (DRR) PROGRAM
1800.8F	NATIONAL AIRSPACE CONFIGURATION MANAGEMENT
1810.1E	MAJOR ACQUISITIONS
1810.2	INDEPENDENT OPERATIONAL TEST AND EVALUATION FOR MAJOR SYSTEMS ACQUISITION
1810.4B	FAA NAS TEST AND EVALUATION POLICY
1810.5	NAS DEVELOPMENT PROGRAM MANAGEMENT PROCEDURES
AF 1820.1	NEW FACILITIES AND EQUIPMENT (F&E) SYSTEMS - DELIVERY SEQUENCE AND UTILIZATION OF INITIAL INSTALLATION EXPERIENCE
2220.1	LEGAL PARTICIPATION IN PROCUREMENT AND CONTRACTING

FIGURE 3-1. ASCCB-CONTROLLED ACQUISITION DOCUMENTS (Continued)

<u>DOCUMENT NO.</u>	<u>DOCUMENT TITLE</u>
3000.10A	AIRWAY FACILITIES MAINTENANCE TECHNICAL TRAINING PROGRAM
3400.3E	AIRWAY FACILITIES MAINTENANCE PERSONNEL CERTIFICATION PROGRAM
WA 4400.1	GUIDE FOR PREPARING PROCUREMENT REQUESTS
4400.42A	PREPARATION AND APPROVAL OF PROCUREMENT REQUESTS
4400.45	AGENCY POLICY ON F&E NATIONAL TURNKEY CONTRACTS
4400.60	IMPLEMENTATION OF THE NAS STANDARDIZATION PROGRAM AND USE OF PRICED OPTIONS FOR PRODUCTION CONTRACTS
4405.10B	SOURCE SELECTION
4405.9B	REVIEW OF PROPOSED CONTRACT ACTIONS
4420.3	LAND ACQUISITION
4453.1A	QUALITY ASSURANCE OF MATERIALS PROCURED BY FAA
4453.2B	FAA QUALITY CONTROL SYSTEM CERTIFICATION PROGRAM
4620.3C	INITIAL SUPPORT FOR NEW OR MODIFIED EQUIPMENT INSTALLATION
4630.2A	STANDARD ALLOWANCE OF SUPPLIES AND WORKING EQUIPMENT FOR NATIONAL AIRSPACE SYSTEM FACILITIES
4630.9A	FAA COMPUTER SOFTWARE QUALITY PROGRAM REQUIREMENTS
4650.22D	VENDOR SHIPMENTS OF NATIONALLY FURNISHED PROJECT MATERIEL
4650.7A	MANAGEMENT OF NAS F&E PROJECT MATERIEL
4660.1	REAL PROPERTY HANDBOOK
AF 6000.10	AIRWAY FACILITIES SERVICE MAINTENANCE PROGRAM
6000.15B	GENERAL MAINTENANCE HANDBOOK FOR AIRWAY FACILITIES
6000.38	POLICY TO DETERMINE NAS EQUIPMENT INITIAL SPARING REQUIREMENTS FOR AIRWAY FACILITIES WORK CENTERS LOCATIONS AND FIELD LOCATIONS
6010.4A	ENGINEERS COST ESTIMATE FOR CONSTRUCTION OF FAA FACILITIES
6011.4	F&E COST ESTIMATING PROCEDURES AND SUMMARIES HANDBOOK
6030.45	FACILITY REFERENCE DATA FILE
6050.19D	RADIO SPECTRUM MANAGEMENT AND USE
WA 6090.1	DEVELOPMENT & IMPLEMENTATION OF RMS WITHIN THE NATIONAL AIRSPACE SYSTEM (NAS)
6950.19	PRACTICES & PROCEDURES FOR LIGHTNING PROTECTION, GROUNDING, BONDING, AND SHIELDING IMPLEMENTATION
6950.2C	ELECTRICAL POWER POLICY IMPLEMENTATION AT NAS FACILITIES
8260.26B	ESTABLISHING AND SCHEDULING INSTRUMENT APPROACH PROCEDURES EFFECTIVE DATES

FIGURE 3-1. ASCCB-CONTROLLED ACQUISITION DOCUMENTS (Continued)

<u>DOCUMENT NO.</u>	<u>DOCUMENT TITLE</u>
FAA ACQ. INST. 15.8	PRICING SUPPORT
FAA ACQ. INST. 19.5 REV.1	SCREENING OF PROCUREMENT REQUESTS FOR SET-ASIDES
FAA ACQ. INST. 19.7 REV.2	SUBCONTRACTING PLANS
FAA ACQ. INST. 3.1	PROCUREMENT INTEGRITY - SAFEGUARDING PROPOSAL INFORMATION
FAAM	FEDERAL AVIATION ACQUISITION MANUAL
FAA MEMO88 REV 4/15/88	FAA ACQUISITION DELEGATION IMPLEMENTATION PLAN
FAA MEMO90	ACQUISITION PLANNING FOR PROGRAMS THAT REQUIRE A DPA
FAA-G-1210D	PROVISIONING TECHNICAL DOCUMENTATION
FAA-G-2100E	ELECTRONIC EQUIPMENT, GENERAL REQUIREMENTS
FAA-STD-013B	QUALITY CONTROL PROGRAM REQUIREMENTS
FAA-STD-016A	QUALITY CONTROL SYSTEM REQUIREMENTS
FAA-STD-021A	CONFIGURATION MANAGEMENT (CONTRACTOR REQUIREMENTS)
FAA-STD-024A	PREPARATION OF TEST AND EVALUATION DOCUMENTATION
FAA-STD-028	CONTRACT TRAINING PROGRAMS
NAS-MD-110	TEST AND EVALUATION (T&E) TERMS AND DEFINITIONS FOR THE NATIONAL AIRSPACE SYSTEM

FIGURE 3-2. ASCCB-CONTROLLED INCIDENTAL ACQUISITION DOCUMENTS

<u>DOCUMENT NO.</u>	<u>DOCUMENT TITLE</u>
1050.1D	POLICIES AND PROCEDURES FOR CONSIDERING ENVIRONMENTAL IMPACTS
1050.10B	PREVENTION, CONTROL, AND ABATEMENT OF ENVIRONMENTAL POLLUTION AT FAA FACILITIES
1052.3	ENERGY MANAGEMENT IN THE NATIONAL AIRSPACE SYSTEM
1053.1	ENERGY PLANNING AND CONSERVATION
1110.109B	FAA EXECUTIVE BOARD
1320.35A	PREPARATION OF AIRWAY FACILITIES SERVICE MAINTENANCE TECHNICAL HANDBOOKS
1380.40B	AIRWAY FACILITIES SECTOR LEVEL STAFFING STANDARD SYSTEM
1720.30B	DISTRIBUTION OF SYSTEMS MAINTENANCE SERVICE TECHNICAL DIRECTIVES AFFECTING AIRWAY FACILITIES
1800.13C	PLANNING AND RESOURCE ALLOCATION
1800.57	ESTABLISHMENT OF THE NATIONAL AIRSPACE SYSTEM (NAS) CONFIGURATION CONTROL BOARD (CCB)
1810.3	COST ESTIMATION POLICY AND PROCEDURES
3120.4G	AIR TRAFFIC TRAINING
3900.6A	OCCUPATIONAL SAFETY PROGRAM FOR AIRWAY FACILITIES PERSONNEL
3910.3A	RADIATION HEALTH HAZARD AND PROTECTION
4250.13	SUPPLY SUPPORT FOR FIELD EVALUATION OF ENGINEERING DEVELOPMENT PROGRAMS
4400.52	PROCUREMENT PLANNING REQUIREMENTS
4400.54	AUDIT SERVICES FOR CONTRACTING OFFICES
4405.15	REPROCUREMENT DATA ACQUISITION POLICY
4405.1D	DELEGATION OF CONTRACTING AUTHORITY
LG 4405.2B	DELEGATION OF CONTRACTING AUTHORITY
4405.5G	SPECIFICATION CURRENCY LIST FOR PROCUREMENT IN THE AIR TRAFFIC CONTROL & NAVIGATION SYSTEM
4423.2A	LEASE VERSUS PURCHASE OF LAND FOR FAA FACILITIES
4560.1B	POLICIES & PROCEDURES COVERING THE PROVISIONING PROCESS DURING THE ACQUISITION OF FAA MATERIEL
4600.15B	POLICY FOR REAL ESTATE ACQUISITION
4630.8	QUALITY ASSURANCE POLICY
4650.15C	SUPPLY SUPPORT CODE ASSIGNMENT/CROSS-REFERENCE MAINTENANCE
4650.16B	NATIONALLY FURNISHED PROJECT MATERIEL PROCURED BY THE WASHINGTON HEADQUARTERS PROCUREMENT OFFICE AND THE AERONAUTICAL CENTER PROCUREMENT OFFICE

FIGURE 3-2. ASCCB-CONTROLLED INCIDENTAL ACQUISITION DOCUMENTS (Continued)

<u>DOCUMENT NO.</u>	<u>DOCUMENT TITLE</u>
4660.2	ACCESSIBILITY OF FAA BUILDINGS TO THE PHYSICALLY HANDICAPPED
4660.3B	REAL PROPERTY ACQUISITION AND DISPOSALS
6000.25	DESIGN AND CONSTRUCTION OF FAA FACILITIES
6000.26A	RELIABILITY AND MAINTAINABILITY POLICY
6000.5B	FACILITIES MASTER FILE
6020.4	F&E PROGRAM PHYSICAL STATUS REPORTING SYSTEM
6030.29	ASSIGNMENT AND DISSEMINATION OF FAA EQUIPMENT TYPE DESIGNATION NUMBERS FOR THE AIR TRAFFIC CONTROL AND NAVIGATION SYSTEMS
6032.1A	MODIFICATION TO GROUND FACILITIES, SYSTEMS, AND EQUIPMENT IN THE NATIONAL AIRSPACE SYSTEM
6040.15C	NATIONAL AIRSPACE PERFORMANCE REPORTING SYSTEM
6200.4E	TEST EQUIPMENT MANAGEMENT HANDBOOK
6950.25	USE OF ELECTRICAL POWER CONDITIONING DEVICES AT FAA FACILITIES
6970.1B	TEMPERATURE/HUMIDITY CONTROL OF FAA FACILITIES
7032.2B	AIR TRAFFIC OPERATIONAL REQUIREMENTS
7900.2A	REPORTING OF ELECTRONIC NAVIGATIONAL AIDS AND COMMUNICATION FACILITIES DATA TO NFDC
7930.2D	NOTICES TO AIRMEN (NOTAMs)
VS 9500.1	AVS R&D PROJECT REQUIREMENTS PROCESSING SYSTEM
FAA ACQ. INST. 39.0	PR CLEARANCE REQUIREMENTS FOR ADP ACQUISITIONS
FAA ACQ. INST. 46.2	CONTRACT QUALITY REQUIREMENTS
FAA ACQ. INST. 75.3	NOTIFICATION OF PROPOSED AWARDS TO THE OFFICE OF PUBLIC AFFAIRS
FAA ACQ. INST. 75.5	REQUIREMENTS FOR REVIEW AND APPROVAL OF PROPOSED CONTRACT ACTIONS
REV.B	
FAA ADM. INST. 401	PROCUREMENT REQUESTS
REV.1	

APPENDIX 4. FAA ACQUISITION SYSTEM CONFIGURATION MANAGEMENT OPERATING
PROCEDURES

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APPENDIX 4. FAA ACQUISITION SYSTEM CONFIGURATION
MANAGEMENT OPERATING PROCEDURES

1. SUMMARY.

a. Introduction. Configuration control of the FAA acquisition system is accomplished by establishing a formal acquisition system configuration baseline and systematically controlling changes to it. The Acquisition System Configuration Control Board (ASCCB) manages changes to the baseline as recommended by the Acquisition Management Quality Management Board (Acquisition QMB). Changes are processed under acquisition system configuration management procedures via Acquisition System Change Proposals (ASCP).

b. Change Control Procedures. Figure 4-1 and the following summarize the acquisition system change control procedures.

(1) ASCP Origination. An individual identifies a needed change to acquisition policy, documents it as an ASCP, and submits it to the acquisition system configuration manager, AXQ-6.

(2) Initial ASCP Impact Analysis. The Director of Acquisition Policy and Oversight assesses the potential impact of the proposed change and determines which of three procedural paths to follow; significant, minor, or administrative.

(3) Processing ASCP's. The change is processed according to its potential impact:

(a) Significant Impact Changes.

1. The ASCP is presented to the Acquisition QMB which establishes a working group.

2. The working group develops new or modified acquisition documents to implement the change and updates and validates the Acquisition Process Model.

3. The ASCCB evaluates the modified acquisition document.

4. The ASCCB chairperson approves the change and signs the policy document.

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(b) Minor Impact Changes.

1. The ASCP working group develops new or modified acquisition documents and updates and validates the Acquisition Process Model. This working group may consist of members from the Office of Acquisition Policy and Oversight personnel, the acquisition system configuration manager, the OPR, and the originator. This group jointly prepares the proposed baseline change.

2. The ASCCB is polled and if there are no dissenting opinions.

3. The ASCCB chairperson approves the change and signs the acquisition document.

(c) Administrative Changes.

1. The ASCP working group develops new or modified acquisition documents and updates and validates the Acquisition Process Model. This working group may consist of members from the Office of Acquisition Policy and Oversight personnel, the acquisition system configuration manager, the OPR, and the originator. This group jointly prepares the proposed baseline change.

2. The ASCCB chairperson approves the change and signs the policy document.

3. ASCCB members are notified of the change.

(4) Acquisition Process Model Update. The acquisition system configuration manager updates the Acquisition Process Model which completes a new acquisition system configuration baseline.

(5) Acquisition Document Distribution. The signed acquisition document is distributed in accordance with Order 1320.1D, FAA Directives System.

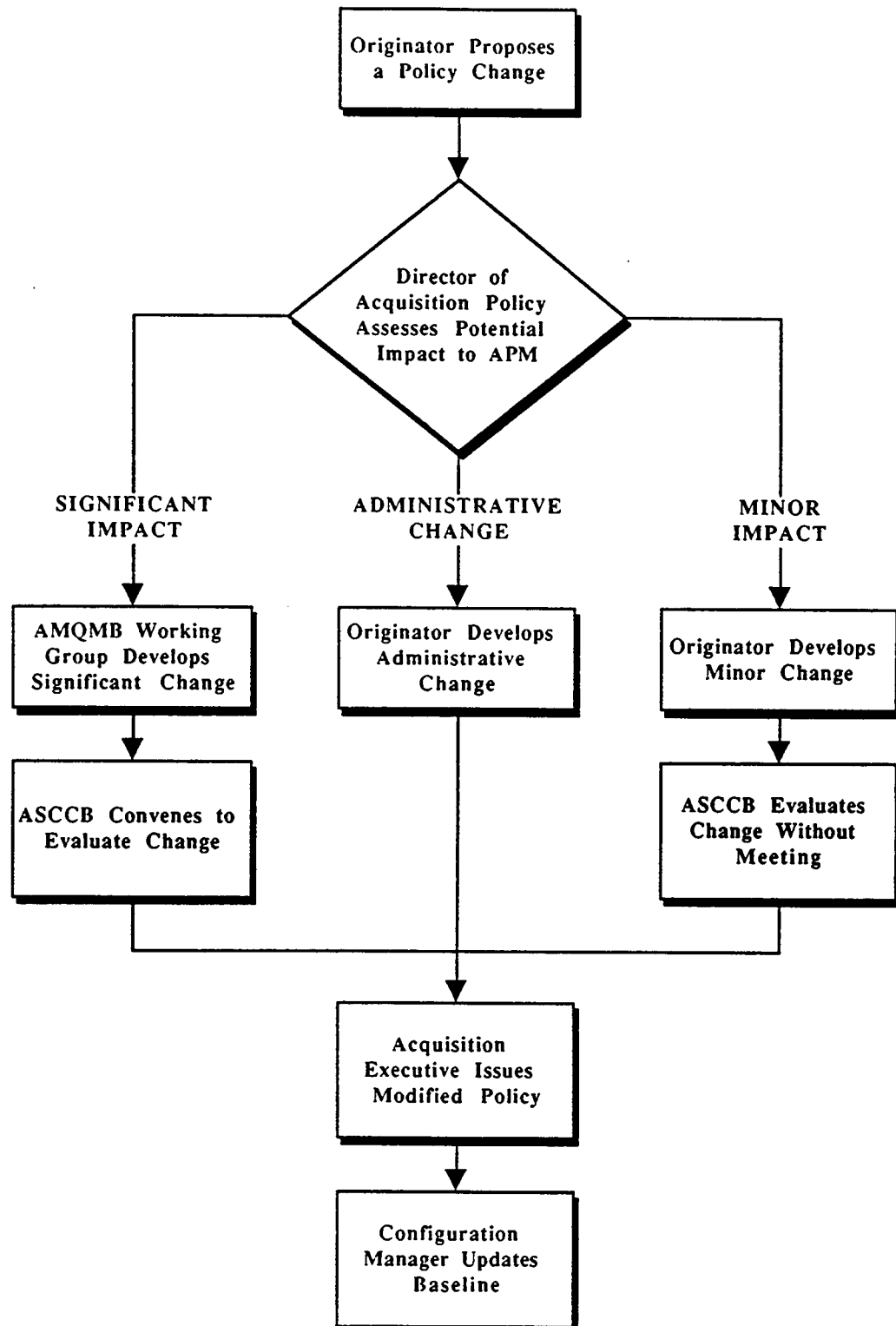
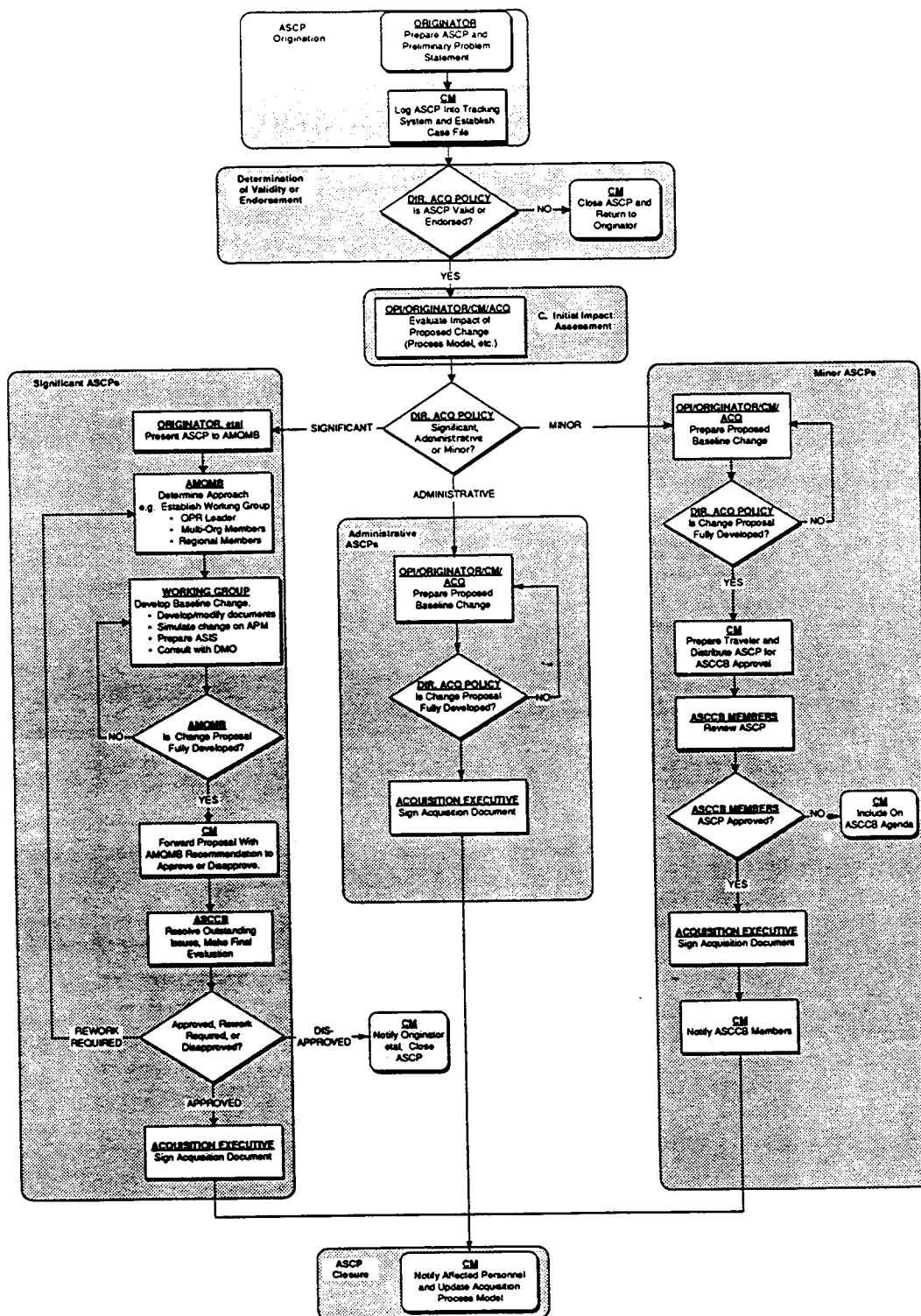
FIGURE 4-1. ACQUISITION SYSTEM CONFIGURATION MANAGEMENT OVERVIEW

FIGURE 4-2. ACQUISITION SYSTEM CONFIGURATION MANAGEMENT EXPANDED OVERVIEW



2. PROCEDURES. Configuration management operating procedures for initiating, developing, and approving changes to the FAA acquisition system are depicted in Figure 4-2.

a. ASCP Origination. The originator prepares an ASCP which includes a preliminary problem statement and forwards it to the acquisition system configuration manager, AXQ-6.

(1) Initial ASCP Preparation. Changes to the acquisition system begin with the preparation of an ASCP, the basic document for initiating, tracking, and reviewing an acquisition system change. An ASCP is a "user-generated" report of a problem resulting from a requirement imposed by the acquisition system or a recommendation for streamlining or otherwise improving the acquisition system. The ASCP is used to document and consider a new or simplified procedure or a perceived problem with the acquisition system or to initiate changes in response to direction from higher authority.

(2) ASCP Format. Every ASCP must be in writing and must include the originator's name, routing symbol, telephone number, a brief statement of problem, and if known, recommendations, impacted acquisition documents, and affected organizations. (See Appendix 6, Suggested ASCP Format.) The preliminary problem statement documents what is proposed and why the change is required. It must be in sufficient detail for the Director of Acquisition Policy and Oversight to make a determination of the scope and probable impact of the proposal.

(3) ASCP Originator.

(a) Initial Submissions. Initially, only Acquisition QMB members may submit ASCP's. All FAA employees are encouraged to present change proposals to Acquisition QMB members.

(b) Future Submissions. When the ASCCB determines it to be appropriate, all FAA employees will be authorized to submit ASCP's directly to the acquisition system configuration manager. Other interested parties will submit an ASCP through an FAA sponsor. Staff of the Office of Acquisition Policy and Oversight will typically serve as sponsors, however, any FAA employee will be allowed to sponsor an ASCP generated by a non-employee.

b. ASCP Submission. The Acquisition QMB member (ultimately any authorized acquisition system user) forwards the ASCP to the acquisition system configuration manager.

(1) Initial ASCP Tracking. The acquisition system configuration manager assigns an identifying number to the ASCP, logs it into a tracking and status accounting system, establishes a case file, and forwards the ASCP to the Director of Acquisition Policy and Oversight.

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(2) ASCP Case File. Over its life, an ASCP undergoes an evolution. What begins as a preliminary, summary recommendation for change can end as a signature-ready FAA directive. The case file records this evolution. When it is first established by the configuration manager, the case file will contain the documentation submitted by the originator as the initial ASCP. As decisions are made regarding the proposal and work is done to develop the change fully (e.g., new directives are written or existing ones modified), appropriate information will be added to the file. The file will contain information such as Acquisition QMB working group or Quality Action Team (QAT) charter, membership, minutes, and status reports, the Acquisition System Impact Statement, and the final signature-ready product. At completion, every case file must include (as applicable):

- (a) Original ASCP.
- (b) Signature-ready acquisition document or acquisition document change (as appropriate).
- (c) Acquisition System Impact Statement.
- (d) ASCP history (dates, participants, etc.).
- (e) Final disposition.
- (f) Other applicable documentation.

The acquisition system configuration manager establishes a case file upon receipt of an ASCP, updates and maintains the file during the life of the ASCP, and archives it when the ASCP is closed (either approved or disapproved).

c. Determination of Validity or Endorsement. The Director of Acquisition Policy and Oversight assesses the ASCP for validity or endorsement and returns any invalid or unendorsed ASCP's to the originator.

(1) Rejected ASCP's. Any ASCP that, in the judgment of the Director of Acquisition Policy and Oversight, does not apply to the FAA acquisition system, is frivolous, or is incomplete is returned to the originator (via the acquisition system configuration manager) with a brief explanation of why it was rejected. The Director of Acquisition Policy and Oversight will not assess the merits of the ASCP in terms of its desirability. Only the ASCCB can reject a valid ASCP.

(2) Endorsed ASCP's. The Director of Acquisition Policy and Oversight will not reject any ASCP that has been endorsed and signed by an FAA division manager (or higher).

d. Initial ASCP Impact Assessment. The Director of Acquisition Policy and Oversight determines the probable magnitude of the impact of the change and chooses one of three procedural courses: significant impact, minor impact, or administrative change.

(1) Impact Analysis. The Director of Acquisition Policy and Oversight identifies the office of primary responsibility (OPR) and makes an initial determination of whether or not the impact or scope of the proposed change is significant in terms of extent of the policy change, organizations affected, acquisition documents affected, resources required, or less tangible effects such as change to culture and undocumented practices. This determination is made using a variety of resources. The originator is consulted for expansion and clarification; the OPR and Office of Acquisition Policy and Oversight personnel investigate the proposal vis-a-vis existing policy; and if applicable, the configuration manager conducts a preliminary simulation of the change using the Acquisition Process Model. With this information, the Director of Acquisition Policy and Oversight decides whether to process the change via the Acquisition QMB for significant changes or directly with the ASCCB for minor or administrative changes.

e. Processing Significant Impact ASCP's. When implementation of a change would result in significant impact to the acquisition system, or when multiple organizations would be affected, the change proposal will be processed through the Acquisition QMB.

(1) Presentation to Acquisition QMB. The ASCP is presented to the Acquisition QMB. As appropriate, the originator, OPR, acquisition system configuration manager, and Office of Acquisition Policy and Oversight personnel present the ASCP to the Acquisition QMB. This presentation describes the problem that needs correction and the recommendation for improvement, if known at the time. A proposed solution may also be presented, however this is not required.

(2) Determination of Approach by Acquisition QMB. The Acquisition QMB determines an appropriate approach to develop the ASCP fully.

(a) Resource Determination and Prioritization. Acting on behalf of the ASCCB as its "working arm," the Acquisition QMB assesses the proposal and determines an appropriate course of action. At its discretion, the Acquisition QMB assigns resources ranging from single individuals to multi-organizational teams depending on the nature and scope of the ASCP. The Acquisition QMB will determine a course of action which accounts for the urgency and relative priority of the ASCP and the availability of resources.

(b) Multi-Discipline Working Group. When the ASCP affects multiple functional disciplines or organizations, the Acquisition QMB will establish a working group to develop the change. The Acquisition QMB selects the lead and member organizations and approves the approach and schedule of the working group. Member organizations provide personnel and other resources. The working group will include representatives of all disciplines and organizations that will be affected by the change including, as appropriate, regional representatives. The leader of the working group will typically represent the OPR, although this too is at the discretion of the Acquisition QMB.

1. Authority of Working Group Members. Working group members will have authority to speak for their respective Acquisition QMB members and must keep their managers, up to the Acquisition QMB member, informed of issues under discussion and their resolution by the working group. The working group leader will provide periodic progress reports to the Acquisition QMB.

(3) Significant Impact ASCP Development. Following the approach established by the Acquisition QMB, the ASCP will be developed fully. The working group will identify and document all acquisition system configuration baseline changes, prepare all new and/or modified acquisition documents and identify all changes to the Acquisition Process Model. Normally, the primary product will be a new or modified FAA directive. In an iterative process of drawing flow charts, writing text, developing sub-processes, and evaluating impact, the working group, supported by the configuration manager and with input from the Acquisition QMB, will develop policy that reflects an overall "system view" of FAA acquisition.

(a) Acquisition System Impact Statement (ASIS). During the change development process, the working group will assess the impact of the proposed change and record this information as an Acquisition System Impact Statement. The ASIS will serve as a record of the findings of an analysis of the impact and of the added value of a proposed modification to the acquisition system. The ASIS is used by the working group and subsequently the Acquisition QMB and ASCCB to evaluate the proposed change. It includes:

1. From the Acquisition Process Model, process logic diagrams which show acquisition activities "before" and "after" the proposed change. The logic diagrams are prepared by the working group with assistance from the acquisition system configuration manager.

2. Estimated resource impact of change if adopted. The impact estimate is developed to evaluate the improvement to program execution timeline. This estimate is prepared by the working group.

(b) Acquisition System Configuration Manager Support. During policy development, the acquisition system configuration manager supports the working group by using the Acquisition Process Model to simulate process changes and evaluate impact on the overall acquisition system. The configuration manager prepares "before" and "after" logic diagrams as part of the ASIS for presentation to the Acquisition QMB and the ASCCB. Additionally, as executive secretary to the ASCCB, the configuration manager schedules the ASCP on the ASCCB's agenda at the appropriate time.

(c) Completed Product. If the working group product is a directive, it must be presented to the ASCCB signature ready. During development, input is solicited from the appropriate directives management officers for document style and format assistance.

(4) Determination of Readiness for ASCCB Action by Acquisition QMB. The Acquisition QMB determines when the draft acquisition document change proposal is ready for ASCCB action.

(a) Presentation of Draft Directive. When the working group has completed the acquisition system configuration baseline change, the draft acquisition document and a presentation will be prepared for the Acquisition QMB. The presentation will include a description and discussion of the baseline change, the ASIS, a signature-ready acquisition document (if applicable), and changes to the Acquisition Process Model. The working group will emphasize how this change will improve the overall acquisition system process. When the Acquisition QMB agrees with the final proposal, it endorses the products and forwards them, via the configuration manager, to the ASCCB for final decision.

(b) Recommended ASCP Disapproval. At any time, the Acquisition QMB has the option of forwarding an ASCP to the ASCCB with a recommendation for disapproval. In the case where the Acquisition QMB disagrees with an ASCP, "fully developed" may mean researched to a point where there is sufficient evidence to support disapproval.

(5) Acquisition System Configuration Manager Forwards Endorsed ASCP. The acquisition system configuration manager forwards the ASCP, ASIS, and signature-ready acquisition document to the ASCCB with the Acquisition QMB's recommendation for approval or disapproval.

(6) Acquisition QMB Members Inform ASCCB Members. The Acquisition QMB members inform their corresponding ASCCB members of the nature and impact of the change proposal prior to the ASCCB meeting. In this way, the ASCCB members will be prepared to discuss the proposal.

(7) Deliberation of ASCP by ASCCB. The ASCCB deliberates and makes a decision regarding the ASCP.

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(a) Presentation to ASCCB. The working group leader (or appropriate person) presents the ASCP to the ASCCB. The presentation will include a description and discussion of the acquisition system configuration baseline change, the ASIS, the signature-ready acquisition document and changes to the Acquisition Process Model. The working group will describe how this change will improve the acquisition system process.

(b) Evaluation by ASCCB. The ASCCB will evaluate the ASCP, attempt to resolve any outstanding issues, and make policy recommendations to the ASCCB chairperson regarding proposal approval or disapproval.

(8) Approval of ASCP by ASCCB Chairperson and ASCP Closure. The chairperson will make one of three choices: approve, not fully developed, or disapprove.

(a) Approved ASCP. The Acquisition Executive signs and thereby issues the approved acquisition document. The acquisition system configuration manager updates the Acquisition Process Model, closes the case file, and notifies all appropriate parties.

(b) ASCP Not Fully Developed. If the ASCCB determines that the ASCP has not been fully developed, is in some way not satisfactory, or if they require more information to make a decision, they return the ASCP to the Acquisition QMB for further work.

(c) Disapproved ASCP. If the ASCP is disapproved, the acquisition system configuration manager closes the case file and notifies all appropriate parties. The disapproval will be recorded in the ASCCB minutes.

f. Processing of Minor Impact ASCP's. Some ASCP's will have limited scope or minor impact, e.g., changes that are strictly internal to one functional discipline or organization, changes that eliminate conflicts due to approved changes in a related directive, or changes that directly implement guidance from higher authority where there are no alternative responses. When the Director of Acquisition Policy and Oversight determines that an ASCP represents a minor change, it will be processed directly through the ASCCB.

(1) Minor Impact ASCP Development. The ASCP proposed acquisition system configuration baseline change is fully developed. With assistance from Office of Acquisition Policy and Oversight personnel and the acquisition system configuration manager, the OPR and the originator jointly prepare the proposed baseline change, i.e., write directive change pages, determine specific logic changes to the Acquisition Process Model, ASIS, etc. All pertinent documentation will be filed in the case file.

(2) Determination of Readiness for ASCCB Action. The Director of Acquisition Policy and Oversight determines when the change proposal is fully developed and ready for ASCCB action.

(3) ASCP Distribution to ASCCB Members. The acquisition system configuration manager prepares a traveler and distributes the ASCP to the ASCCB members. A traveler is a cover sheet used to distribute ASCP's to ASCCB members to poll their opinions in lieu of a formal board meeting. It includes a descriptive title of the proposal and serves as a mechanism for ASCCB member response. The configuration manager prepares and distributes the traveler with a written description of the change and its impact and any related documentation required for understanding. A suspense date will be established for reply.

(4) ASCCB Member Endorsement. ASCCB members (individually) accept or reject the proposal. The ASCCB members review the ASCP and if they do not agree with it, indicate rejection on the traveler and return it to the acquisition system configuration manager. If they agree with the change, no action is required. The configuration manager will record all responses and non-responses.

(5) ASCP Disposition. The Acquisition Executive signs the acquisition document or the acquisition system configuration manager puts the ASCP on the ASCCB agenda. If no board member returns the traveler to reject the change, the Acquisition Executive evaluates the proposal and when in agreement, signs the acquisition document. If any board member rejects the change, the ASCP will be placed on the ASCCB agenda for determination of a course of action.

(6) ASCP Closure. After the ASCCB has deliberated and the chairperson has decided whether to approve or disapprove an ASCP, the acquisition system configuration manager updates the Acquisition Process Model, closes the case file, and notifies all appropriate parties.

g. Processing of Administrative Impact ASCP's. Some ASCP's will be administrative in nature and will have no technical or substantive impact, e.g., changes to organization routing symbols without change to actual responsibility, correction of clerical error, etc. When the Director of Acquisition Policy and Oversight determines that an ASCP represents an administrative impact only, the change proposal will be processed directly through the ASCCB chairperson.

(1) Administrative ASCP Development. The ASCP proposed acquisition system configuration baseline change is fully developed. With assistance from Office of Acquisition Oversight and Policy personnel and the acquisition system configuration manager, the OPR and the originator jointly prepare the proposed baseline change, i.e., write directive change pages, determine specific logic changes to the Acquisition Process Model, etc. All pertinent documentation will be filed in the case file.

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(2) Determination of Readiness for ASCCB Action. The Director of Acquisition Policy and Oversight determines when the change proposal is fully developed and ready for ASCCB chairperson action.

(3) Processing of ASCP's resulting in Administrative Change Only. Administrative ASCP's are processed as follows:

Step 1. The acquisition system configuration manager forwards the ASCP and the Director of Acquisition Policy and Oversight's recommendation for approval or disapproval to the Acquisition Executive (ASCCB chairperson).

Step 2. The Acquisition Executive evaluates the ASCP and, when satisfied with it, signs the acquisition document. The acquisition system configuration manager updates the Acquisition Process Model, closes the case file, and notifies all appropriate parties.

Step 3. The acquisition system configuration manager notifies all ASCCB members of the Acquisition Executive's action and provides them with the summary change description.

Step 4. At each ASCCB meeting, the acquisition system configuration manager reiterates all such actions since the last meeting. Any ASCCB member who objects to specific changes approved in this fashion may address the changes at the board meetings.

3. Incidental Acquisition Documents.

a. Control of Changes to Incidental Acquisition Documents. FAA orders which primarily address non-acquisition topics, but do require acquisition-related activities or events are identified as incidental acquisition documents. Figure 3-2 of Appendix 3 lists these documents. The ASCCB will control only the ACQUISITION CONTENT of these documents (as determined by the acquisition system configuration manager). For changes to the acquisition content, an ASCP must be submitted and the procedures described herein followed except that final approval and signature will be by an official other than the Acquisition Executive. Incidental acquisition documents shall be coordinated according to the provisions of Order 1320.1D. The chairperson of the ASCCB shall be included as a reviewer of the acquisition content and his/her signature must appear on the clearance record.

b. Removal of Acquisition content From Incidental Acquisition Documents. Over time, the ASCCB intends to remove all incidental documents from its control. As individual documents are updated by OPR's or Acquisition QMB working groups develop superseding policy, the acquisition content will be handled as appropriate. For example: (1) if the acquisition content is adequately addressed in a separate acquisition document, it will be deleted

from the incidental document, (2) if the incidental document is the only source of a required acquisition topic, the text will be moved to an acquisition document and deleted from the incidental document, and (3) if an acquisition topic is required for clarity, the appropriate acquisition document will be referenced.

4. CHANGES ORIGINATED BY HIGHER AUTHORITY. When higher authorities (Department of Transportation, Federal Acquisition Regulation, Office of Management and Budget, etc.) issue policy or guidance that impacts the acquisition system, FAA acquisition documents and the Acquisition Process Model must be modified accordingly. Such changes are processed in the same way as internally generated changes, via ASCP's. The Office of Acquisition Policy and Oversight will assume a lead role in monitoring higher authority guidance, but all OPR's are responsible for identifying changes within their functional areas and should submit ASCP's accordingly.

5. ASCCB DECISIONS. ASCCB members are expected to attend all scheduled meetings in person. Scheduled ASCP's are approved, deferred and rescheduled (for those requiring additional analysis), or disapproved by the ASCCB chairperson at each meeting. The ASCCB evaluates the ASCP supporting information in the ASIS, Acquisition Process Model, or other accompanying information. The ASCCB attempts to reach consensus decisions. If, in the judgment of the chairperson (Acquisition Executive), consensus cannot be achieved, a vote is taken and the chairperson makes the final decision. Approved ASCP's are implemented by the Acquisition Executive's signature on the approved acquisition document (or document change) and subsequent modification of the Acquisition Process Model.

6. NEGATIVE DECISIONS. The ASCCB is the only body that can disapprove a valid or endorsed change proposal. In the case of rejection, the following procedures will be followed.

a. Administrative ASCP. If the Director of Acquisition Policy and Oversight does not endorse a change proposal of administrative impact, it is forwarded to the ASCCB chairperson with a recommendation to disapprove. The ASCCB chairperson makes the final decision.

b. Minor Impact ASCP. If the Director of Acquisition Policy and Oversight does not endorse a change proposal of minor impact, it is placed on the ASCCB agenda for discussion and final decision.

c. Significant Impact ASCP. If the Acquisition QMB does not endorse a change of significant impact, it is either forwarded to the ASCCB for final decision or returned to the working group for further work.

d. ASCCB Disapproves ASCP. If the ASCCB disapproves a proposed change, the ASCP is closed and the originator and other interested parties are notified.

7. WORKING GROUP AUTHORITY AND RESPONSIBILITY. Working groups have the responsibility to develop an ASCP fully. This includes identification of impacts across functional and organizational lines and resolution of any issues arising because of these impacts. Within the working group, members are charged with finding a solution that will meet the needs of all impacted functions and organizations while improving the acquisition process in general. Individual working group members are authorized (by the Acquisition QMB) to represent their organizations in the development. As they contribute to the final product, they attempt to satisfy their organization's needs and must ensure that their organization's managers are informed and consulted. This approach ensures that the needs of each function and organization are built into the policy rather than added on to it. The working group eliminates the need for extensive review beyond the Acquisition QMB and, in effect, replaces the directives coordination process.

8. ISSUE RESOLUTION. Most issues will be resolved within the working group. If an issue arises that the working group cannot resolve, cognizant working group members will discuss it with the Acquisition QMB. The Acquisition QMB will attempt to resolve the issue and direct the working group accordingly. If the Acquisition QMB cannot reach consensus, then the Acquisition QMB members will individually make a recommendation to their corresponding ASCCB member. At the ASCCB meeting, the ASCCB members will discuss the issue and attempt to resolve it. If they cannot reach consensus, the chairperson (Acquisition Executive) will make the final decision.

APPENDIX 5. CHARTER, FAA ACQUISITION SYSTEM CONFIGURATION CONTROL BOARD

1. BACKGROUND. The numerous directives that govern FAA NAS acquisition programs interact to impose a very complex series of activities and events on those programs. Individual acquisition directives which generally require activities related to a single functional discipline are understood when standing alone. However, taken together, these directives describe a process that is not well defined or understood. The FAA's objective is to establish a minimum set of required activities that will permit innovation to meet program performance, schedule, and cost objectives while providing appropriate management oversight. To meet this objective, the Acquisition System Configuration Control Board (ASCCB) is established to use configuration management techniques to manage FAA's acquisition system.

2. AUTHORITY.

a. The ASCCB is accountable to the Administrator and is the board responsible for controlling acquisition system configuration baselines and administering changes to the FAA acquisition system. As ASCCB chairperson, the Acquisition Executive is authorized to issue (sign) acquisition policy and is identified as the only FAA official authorized to issue acquisition documents as defined herein.

b. The ASCCB will control all documents that define the acquisition process and its execution. Since the ASCCB controls the acquisition documents, the board controls the acquisition system configuration baseline, which includes the Acquisition Process Model. These documents and model components cover the entire range of functional disciplines and activities required to conceive, design, develop, procure, and implement equipment or services for the National Airspace System (NAS). At its inception, the ASCCB will control the acquisition documents identified in appendix 3. The ASCCB chairperson has the authority to control new or additional acquisition documents at his/her discretion. The acquisition system configuration manager will manage the Acquisition Process Model.

c. The ASCCB will operate within the guidelines established within Order 1810. , Management of Acquisition Policy.

3. FAA ASCCB RESPONSIBILITIES. The ASCCB is responsible for managing the FAA acquisition system. Specifically, this board shall review and, if appropriate, approve all changes to FAA acquisition documents and/or the Acquisition Process Model.

4. ORGANIZATIONAL RESPONSIBILITIES. Within FAA, responsibility for acquisition documents and the configuration of the acquisition system is incumbent on all organizations concerned with development, production, and deployment of NAS systems. Primary responsibility is vested in the Acquisition Executive. Consistent with this responsibility, the Acquisition Executive will serve as chairperson of the FAA ASCCB.

5. FAA ASCCB MEMBERSHIP RESPONSIBILITIES.

a. The ASCCB Chairperson (Acquisition Executive) is responsible for issuing (signing) acquisition documents or document changes, conducting ASCCB meetings and deciding board actions, designating ad hoc members, approving advisors, consultants, or technical specialists, and approving ASCCB procedures.

b. The executive secretary is responsible for managing the Acquisition Process Model, maintaining acquisition system configuration control procedures, scheduling and establishing board meeting agendas, and preparing and distributing the minutes of board meetings.

c. Members and ad hoc members will advise and counsel the chairperson on matters being addressed by the board to ensure that decisions consider technical, programmatic, and policy impacts of the subject.

d. Technical advisors and consultants may be invited to ASCCB meetings when specialized knowledge is required or when the subject matter being considered has a direct impact on their areas of responsibility. They will advise and counsel the chairperson within their areas of expertise. They may also be requested to conduct and present studies and analyses to assist the ASCCB in its deliberations.

6. MEMBERSHIP.

a. Chairperson. Acquisition Executive

b. Executive Secretary. Special Assistant for Acquisition Improvement (AXQ-6)

c. Permanent Members. The ASCCB is a group of senior FAA officials. Membership is as follows:

Executive Director for Acquisition and Safety Oversight
Executive Director for System Development
Executive Director for System Operations
Assistant Administrator for Budget and Accounting
Assistant Administrator for Information Technology
Assistant Administrator for Policy, Planning, and International Aviation
Assistant Chief Counsel
Associate Administrator for Aviation Standards
Associate Administrator for Regulation and Certification
Associate Administrator for Airway Facilities
Associate Administrator for Air Traffic
Associate Administrator for NAS Development
Associate Administrator for System Engineering and Development
Associate Administrator for Contracting and Quality Assurance
Director of Independent Operational Test and Evaluation Oversight
Director of Acquisition Policy and Oversight

d. Ad Hoc Members. As designated by the chairperson, when required.

e. Advisors, Consultants, Technical Specialists. As requested by permanent members and approved by the chairperson.

f. Alternate Members. Each ASCCB permanent member shall identify an alternate who will attend ASCCB meetings in his/her absence. It is recommended that the alternate be the only individual authorized by the member to attend for him/her.

7. BOARD PROCEDURES. Procedures for board operations are described in Appendix 4, FAA Acquisition System Configuration Management Operating Procedures. The executive secretary shall be responsible for establishing and maintaining configuration control procedures for the chairperson. Meetings will be held at regular intervals or at the discretion of the chairperson based on change activity.

8. BOARD DECISIONS. The board will attempt to reach consensus decisions. If, in the judgment of the chairperson, consensus cannot be achieved, a vote will be taken and the chairperson will make the final decision.

APPENDIX 6. SUGGESTED ASCP FORMAT

Originator:
Routing Symbol:
Telephone Number:
Brief Statement of Problem: (Use continuation sheet if needed.)
Recommendation(s): (If known)
Impacted Acquisition Document(s): (If known)
Affected Organization(s): (If known)

(Note: This is not a form, but may be used to submit an ASCP if desired.)

